

NEW USER ACCESS CHECKLIST

New User: _____

Follow these steps and check off each one when you wish to set up a new user:

- ☐ Complete a background check on the Utah Criminal History, NCIC Triple I, and state and national warrants for the individual.
- ☐ Submit one set of fingerprints taken on BCI applicant cards when:
 - A person is newly hired, or
 - A positive hit has been received on an incumbent check.

Note: An exception to this is POST certified users, or users who have a valid Utah Concealed Weapon Permit. Step #1 must be followed and fingerprint cards submitted only if a positive response is returned on the name checks.
- ☐ User should understand and sign the "Operator Security Statement".
 - This statement should be kept on file at your respective agency.
- ☐ Create a logon for the new user via the ADD Transaction on UCJIS.
 - Users logon ID: _____
- ☐ Send in a completed copy of the Logon Activation/Deletion Request Form to BCI, specifying access requests and restrictions.
 - Mail to 3888 W 5400 S, Salt Lake City, UT 84118
 - Fax to 801-965-4749
 - E-mail dpstwx@utah.gov
- ☐ Create and maintain a training record for the new operator.
- ☐ Within six (6) months, functionally train and test those with any access to UCJIS information on use and policies of the UCJIS system.
- ☐ Update the user's certification date via the **CERT** transaction after testing is completed.

If you have any questions please contact the BCI Help Desk at 801-965-4446 or at dpstwx@utah.gov .